



TELECOMMUNICATIONS DIVISION

**DIRECTORY LISTING COORDINATOR**

***BULLETIN 03-02***

**April 3, 2003**

**SUBJECT: PRE-ORDERING THE 2003/2004 STATE TELEPHONE DIRECTORY**

**ACTION:**

- The Directory Listing Coordinators (DLCs) may provide a copy of this bulletin to others in your department as needed to help pre-order printed State Telephone Directories (Directories/Directory) as noted in this bulletin.
- Review and update the attached copy of your agency's previous directory order(s) and distribution addresses.
- Return the updated order information to the DGS Office of Network Services (ONS) by **5:00 p.m. Friday, May 9, 2003**. To receive the lowest price, these orders must be submitted as described below.
- If your agency has never placed an order, or did not order Directories when they were last offered, a blank order form (attached) should be completed and returned to the DGS-ONS address listed in this bulletin.

**BENEFITS:**

- Pre-orders provide the opportunity to purchase Directories at a discounted rate, and will help expedite shipping and receipt of the Directories as soon as they are published and ready for distribution.

**KEY POINTS:**

- Publication and distribution of the 2003/2004 printed Directory is currently slated for October/November 2003.
- The Directory is also available on-line at [www.cold.ca.gov](http://www.cold.ca.gov). We encourage you to share the information regarding the on-line availability of the Directory throughout your department, as it contains the most current information available. This on-line resource should help reduce the need for as many printed directories as may have been ordered in the past.
- Pre-orders of the printed Directory at a discounted rate are offered for orders of 10 or more only. While the exact cost is unknown at this time, the estimated discount rate is expected to be about \$15 to \$17 per directory. The full cost is expected to be \$25 to \$30 each.
- Pre-orders must be received by **5:00 pm, Friday, May 9, 2003 to obtain the discount. Orders of less than 10 directories or that are received after this date will be referred to Documents and Publications at the Department of General Services, Procurement Division and will be charged and billed at full price.**

To expedite the process, we encourage you to FAX your new or revised orders, but by mail is acceptable.

**Mail to:**

Attention: Linda McFalls  
Department of General Services  
Telecommunications Division G-23  
Office of Network Services  
601 Sequoia Pacific Boulevard  
Sacramento, CA 95814-0282

**Fax to:**

Linda McFalls  
Telecommunications Division  
Office of Network Services  
**Fax #: 916-657-9683**

- If adjustments to submitted orders are needed, contact the ONS as soon as possible so that the order can be adjusted accordingly. There will be no adjustments to orders after the Directories go to print (September).
- After the initial Directory distribution to government agencies in October/November 2003, additional copies, including orders from the public, can be requested through the Department of General Services, Procurement Division, Documents and Publications at (916) 928-4630 or on the web at [www.pd.dgs.ca.gov](http://www.pd.dgs.ca.gov). Click on Materials, Central Stores, Catalog (currently on Page 47).

**BACKGROUND:**

The ONS is preparing to publish the 2003/2004 State Telephone Directory. It is necessary early in the process to establish the demand for the directories to know how many directories to print, to secure paper availability, and to reserve our position in the Office of State Publishing schedule. Each agency should have a designated DLC as the principal contact for submitting your agency's directory orders.

See also the related DLC Bulletin 03-01. To access previous Directory Listing Coordinator Bulletins, visit [www.td.dgs.ca.gov](http://www.td.dgs.ca.gov). Click on ONS Publications and scroll down to the [DLC Bulletins](#) listing. There is also a link to the DLC Bulletins on the ONS Home Page.

If you have questions regarding this bulletin, or need additional information or assistance, please contact Linda McFalls at (916) 657-9752, CALNET 8-437-9752 or by e-mail at [Linda.McFalls@dgs.ca.gov](mailto:Linda.McFalls@dgs.ca.gov). You may also call the Resource Communications Center at 1-800-807-6755 or at (916) 657-9903 if Linda is unavailable.



SANDRA BIERER, Chief  
Office of Network Services

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